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15 April 2012

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager	MAJ Paul Borzekofski	x7116
Classification/Manpower	SMSgt Deb Burling	x7125
Recruitment, Staffing & Pay	Ms. Denise Anderson	x7109
Benefits & Services	Ms. Deb Tankesley	x7118
	MSgt Jody Schmidt	x7127
	SSG Christine Braun	x7110
Training / Career Development	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

Information Site (NEGUARD HRO website):

<http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Federal Length of Service Awards (APR):

Technicians become eligible for recognition when they complete ten (10) years of creditable Federal service. Creditable service includes all service used in establishing the technician's leave service computation date which includes active duty military and temporary federal employment. This award is presented in five (5) year increments.

10 Years: Blake Bivona
Travis Dyer
15 Years: David Job

Federal Employee Retirements:

Bradley W. Watson (ANG) – 9 Apr 12
Douglas E. Schulz (ANG) – 30 Apr 12

Voluntary Leave Transfer Program

The following employee has been approved to become a leave recipient under the Voluntary Leave Transfer Program due to pregnancy: **Peggy J. Davis, GS-09, USPFO-Comptroller Div**

Employees who would like to voluntarily donate annual leave may submit their OPM donor forms to the Human Resources Office, ATTN: HRO-Tech Svcs. An OPM Form 630-A is used when the employee is in the same agency as the donor and an OPM 630-B when in a different agency. Air Guard and Army Guard are considered different agencies.

Forms can be located at the HRO website, Technician Branch under Voluntary Leave
<http://www.neguard.com/HRO/Technician%20Branch/index.html>

Roth TSP Video

"Will Roth TSP fit into your future?" View a short video on the Roth TSP at www.tsp.gov.

DTS Authorization vs DTS Voucher:

Have you ever traveled and some of your expenses were more or less than you thought after you came home. Please make those changes on your voucher and not on your Authorization (order). Your authorization usually shouldn't change when you come home unless you are changing the number of days you were gone. Think of an authorization like an order with estimated costs and a voucher like a payment of actual costs shown on receipts.

Human Resources Information Systems (HRSIS)

HRSIS Staff

SM Sgt Mike Courtney – HRSIS Manager - x7122

Current Self Service log in statistics:

As of 15 April 2012 – a total of 84% of all Technicians have logged into either/both My Biz/My Workplace. This percentage needs to be at 100% so the Performance Appraisal Application will function properly. If you have not logged in, do so today @ <https://compo.dcpds.cpms.osd.mil/>

Performance Appraisal Application (PAA)

Many of you have now logged into either My Biz or My Workplace, and are working in the PAA part. One reminder to all of us, in order for PAA to work properly, every Technician **must have their work email address entered in their account so the notification process will work as designed**. If you are not receiving an email informing you that an action requires your attention or something is being completed with your PAA Plan or Appraisal, then you need to verify that your email address is entered into your account.

In order to do that, log into the DCPDS Portal @ <https://compo.dcpds.cpms.osd.mil/>

Open the My Biz or My Workplace application and look for “Update my Information” link. The block to enter your work email address is right on that screen. Be sure to save your update. I would then go back in and ensure the update was applied to your account by navigating back to that update screen and verifying your email address is there.

As you complete your appraisals, be sure to print a copy and send it to HRO/Benefits and Services section for filing. Whether you are a Technician supervisor or Technician employee, you can view/print any completed Performance plan or Appraisal within PAA at the bottom of the main PAA screen.

Information regarding the PAA in DCPDS along with instructions on how to navigate the Appraisal application is located at this URL under the Performance Management Section.

<http://www.neguard.com/HRO/Technician%20Branch/index.html>

Please be sure to check with HRO if you have any questions regarding PAA.

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State Personnel

HRO-SP Staff

HR Manager	Ms. Kari Foote	x7130
HR Assistant/Benefits	Mr. Tim Diedrichsen	x7131
HR Assistant/Payroll	Ms. Jessie Bockelman	x7132

HEALTH FITNESS - HEALTH ASSESSMENTS – BIOMETRIC SCREENINGS

As of April 2, 2012 participants are able to complete their Health Assessment. If you completed your biometric screening at the Military Department's screening event, that information should have been loaded into your Health Assessment (HA) on the Health Fitness website. You would then need to answer all the other questions on your HA. You can complete your HA before you complete your biometric screening. Employees (and spouses, if applicable) need to complete Health Assessments by May 31, 2012 to qualify for the Wellness plan for the 2012/2013 plan year. Also remember that you (and spouses, if applicable) need to complete a biometric screening, by May 30, 2012 to qualify for the Wellness plan.

If you were not able to attend the Military Department's on-site screening event there are two other options besides scheduling a screening at another site. First there is the Home Kit. It must be ordered by April 20th and mailed in envelope provided no later than April 30, 2012. There is also an Alternative Means Screening form that you can take to your doctor to be completed. It must be mailed or faxed by April 30, 2012. If you fax, be sure to save your "successful fax confirmation receipt" for your records.

For further information how to participate in each biometric screening option and to complete your HA, visit www.wellnessoptions.nebraska.gov. After you log in you can click on various links to learn about the screening options, view the screening locations, schedule screening appointments and complete your health assessment.

Remember that employees (and spouses, if applicable) need to complete all three steps on the Wellness checklist (also on the WellnessOptions website) in order to be eligible for the State's Wellness insurance plan in the coming fiscal year.

For information on the WellnessOptions programs and Wellness plan qualification requirements visit the website above or call 866-956-4285.

The following items are allowed for participation on company time: Open Enrollment, Health Assessment, onsite biometric screenings, sending and receiving e-mails to/from HealthFitness to/from your work e-mail. Submitting activities are allowed on a State computer, but is to be done on personal time (lunch time or break). Participation is in no way to be considered part of or arising out of employment for the purposes of workers' compensation or for any other purpose.

The State's Health Fitness (WellnessOptions) website link is available on the Army Portal along the right side of the screen.

OPEN ENROLLMENT

The open enrollment process will have a new look this year. We are learning about the new software and how things will work. There will be information available before open enrollment so employees can learn about the new process. There will most likely be a video that can be viewed on your computer and question and answer sessions, in conjunction with watching the video, which will be conducted by Administrative Services.

We do not have information on the beginning and ending dates for open enrollment or the premium rates.

Emails will be sent out to let you know about the open enrollment timeframe, when the videos will be available and when and where question and answer sessions will be taking place.

ADDRESSES - KEEP THEM CURRENT

All employees should make sure their address is kept up-to-date. If your address is not correct or you have an address change, be sure to contact the Human Resources Office – State Personnel (HRO-SP) in the TAG Building to **request an Address Change Form to make any changes**. It's important to submit address changes as soon as possible because you want to have mail from insurance vendors, the retirement office and HRO-SP going to your correct address. It also helps insure that the State does not have any extra costs related to incorrect addresses. Contact Tim Diedrichsen 402-309-7131 or Jessie Bockelman 309-7132. You'll also want to fill out a change of address card with your local post office so that any mail that goes to your old address can be forwarded to your new address.

RETIREMENT NEWSLETTERS / BENEFICIARIES

The Nebraska Public Employee Retirement System newsletters are no longer being printed and sent to employees. Please visit the Retirement website to view the newsletters. You can get to the newsletters by going to www.npers.ne.gov then clicking on Publications/Videos under the Member Info along the left side of the screen. Then scroll down to Newsletters and look in the right-hand column under State – County – DCP. You can view current and previous year's newsletters.

Keep all **your** retirement beneficiaries up-to-date. **Your retirement beneficiaries are updated separately from your life insurance beneficiaries.** If you have major life events you'll want to get the proper forms and fill them out. The retirement beneficiary forms are available on the retirement website and the life insurance beneficiary forms (you use the enrollment form) are available on the benefits website or from the human resources office. Retirement beneficiary forms are returned to the retirement office and life insurance beneficiary forms are returned to the human resources office.

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AGR Personnel

Army and Air:

The AGR Office Staff:

LTC Shelly Herrod, AGR Manager (402)309-7117

SFC Daniel Mitchell, Human Resources Assistant, (402)309-7115

- Army Staffing- vacancy announcements, SF 52
- Army Travel- AGR travel, DTS
- Mob Aug/FTE Orders and Tracking
- Initial Tour Continuation Boards
- Good Conduct Medals
- Air Vacancy Announcements, SF 52
- Air staffing and AROWS Orders

SFC Roger Ramos, Personnel Sergeant, (402)309-7073

- Army Appointments, Separations and Retirements
- AGR Pay and Entitlement Issues
- Reassignments
- ADOS In-Processing
- Air AGR Appointments and Reassignments

Army:

Leave Tracking System – *When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.*

Reassignments: - AGR's need to complete DA5960's when reassigned to a new duty location. This will and does affect BAH Rates and Soldiers will incur debts from BAH changes.

DTS – All Soldiers need to upload the MOI/LOI into their DTS Authorization request. This includes in-state conferences and training events. Also AGR's need to submit travel requests in a timely manner. Do not wait until the last minute to submit when there are multiple levels of review/approval to include CTO. It is the Soldiers responsibility to make contact with Carlson Travel and ensure their flights/entitlements are reserved and contracted. Battalions and MSC's need to ensure GSA/NTV's are utilized.

TRICARE Dental Program – Changes are coming to the TRICARE Dental Program. MetLife will begin administering the TRICARE Dental Program effective 1 May 2012. Claims should still be processed through United Concordia. Service Members and family members should begin to receive information from MetLife in the near future. The transition to MetLife will only affect traditional Service Members and their family members and the AGR family members enrolled in the TRICARE Dental Program. AGRs

enrolled in the Active Duty Dental Program (ADDP) will not be affected, United Concordia will continue to administer the ADDP.

Pay and Entitlement Documents – The following documents are required to be sent thru HRO for processing on all AGRs: Promotion orders, special pay orders, allotments, TSP forms, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection and confinement and sick-in-hospital for more than one day, DA Form 4836 Extensions,

Mob Augmentee – Mob Augmentees who are continuing on orders in FY 12 need to submit the following documents to the AGR Branch: 350-11, MEDPROS printout, completed DA Form 1058-R, APFT and Height/Weight within 6 months, updated DA Form 5960. Females must have a pregnancy test within 15 days of the start of a tour renewal. Mob Augmentees can register themselves in the AGR leave tracking system. This is the preferred method for the AGR Branch to track leave. The DA Form 31 is still required to be printed and forwarded to Mil Pay.

Meal collection via 4187 – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

OCONUS – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

PCS – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

DD 214 – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Ramos.

Air:

TRIWEST Online Referral / Authorization Submission: All registered providers on the secure provider portal at www.triwest.com now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the www.triwest.com/provider to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

Active Duty Dental Program: Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: www.addp-ucci.com further explains how to utilize the program. POC is SFC Effle, (402) 309-1572.

TriCare Dental Program: MetLife's contract to administer the TDP begins 01May2012. Until that time claims should be processed through United Concordia as they have in the past. Providers should be sent information, by MetLife, as to what will they will need to do to file claims during the transition. As with United Concordia, the filing of claims is the network provider's responsibility, not the SMs.

SMs and family members should begin to receive information from MetLife in the near future, but I can't give you more because I don't even have a contact with MetLife at this time.

The transition to MetLife will only affect Traditional SMs, family members and AGR family members enrolled in the TRICARE Dental Program. SMs (AGRs) in the Active Duty Dental Program (ADDP) will not be affected as United Concordia will continue to administer the ADDP.

The State Medical Benefits Officer is 2LT Nicholas Curto and can be reached at 402-309-1738 or Nicholas.curto@us.army.mil for further questions and information.

AGR Dental Updates in DDS Web: Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager
NGB/SGPR Office of the Air Surgeon
3500 Fetchet Ave Andrews AFB, MD. 20762
DSN: 278-8567, COMM: 301 836-8567, cynthia.adams@ang.af.mil

Transition Assistance Advisor: If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, bonnie.bessler@us.army.mil. Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

Leave Carryover: The 75 Day Leave Carryover is extended to 30 September 2013. Visit the following web site for more information: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/75%20day%20Leave%20Accrual%20Carryover%20extended%20to%20September%2030,%202013.pdf>

Paternity Leave: The policy concerning Paternity Permissive is: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

Child Care Fee Assistance: The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: army.childcare@gsa.gov. Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

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Equal Employment Office/Diversity/Organizational Development

(Point of contact for the following information is LaVonne Rosenthal, 309-7108.)

Training Materials

The EEO office has a number of training videos available for Nebraska Military Department offices and units to utilize.

One of the newest videos we have is called "Ouch, That Stereotype Hurts." The objective of this video is to understand the impact of stereotypes and biased statements, even when casually said, and to enhance skills for speaking up against stereotypes without blame or guilt.

If you wish to check out this video or find out about other training materials, please contact Ms. Rosenthal at 402-309-7108 or lavonne.rosenthal@us.army.mil.

EEO Counselors Needed

IAW NGR (AR) 690-600/NGR (AF) 40-1614 (National Guard Civilian Discrimination Complaint System), in order to ensure easy and ready access to pre-complaint counseling and ensure that counseling is initiated within regulatory time limits, sufficient numbers of collateral duty EEO counselors will be appointed. They are an early point of contact for a complainant who wants to file an EEO complaint.

EEO Counselor Responsibilities:

- Advise complainants of provisions of the law governing EEO complaints of discrimination, Federal and National Guard regulations regarding the complaint process and procedures.
- Conduct fact-finding inquiries into alleged complaints of discrimination.
- Provide counseling; advise complainants of rights and responsibilities and the proper forum to pursue complaint.
- Attempt to resolve complaints at the lowest level possible; maintain a thorough record of counseling and interviews between parties.
- Assist complainants in identifying a clear and concise claim.
- Serve as a liaison between an employee and supervisor and/or management in order to informally resolve EEO related issues
- Inform employees of their rights to file a formal complaint when attempts to resolve an informal complaint fails
- Do NOT participate in the formal complaint process

EEO Counselor Requirements:

- Technician status
- Serve on a volunteer basis
- Serve for at least two (2) years
- Supervisor approval
- Requires less than 20% of an individual's work time
- Participate in a "Basic EEO Counselor Training" course (Online or classroom course, length: 32 hours, location varies) within six (6) months of appointment.
- Participate in annual informal training sessions.
- Be a member of the Special Emphasis Program (SEP) Group.
- Supervisors should NOT be an EEO Counselor due to their possible involvement in the complaint process.

Preferred characteristics:

- Ability to conduct thorough interviews (listening skills, questioning techniques).
- Ability to communicate with individuals at all levels of the organization.
- After completion of training, be able to apply regulations to ensure compliance.
- Take on a role of neutrality, to provide prompt, efficient service to the complainant in the processing of the complaint.

An employee selected as an EEO Counselor should be readily available to perform their counseling duties. If the employee's supervisor has legitimate objections to the employee serving as an EEO Counselor, that employee's name should not be forwarded to the EEO Office. Once selected and appointed, EEO Counselors should be provided full support from their supervisors in the performance of their counseling duties, to include initial and annual training requirements.

Steps to be selected:

- 1) Letter of interest from individual with supervisor's support (via e-mail) to Ms. Rosenthal
- 2) Interview with Ms. Rosenthal
- 3) Selection/appointment

Please direct any questions to Ms. Rosenthal at 402-309-7108 (lavonne.rosenthal@us.army.mil).

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